

INF Australia PRIVACY POLICY

Policy number:		Version:	2
Owner:	Office Manager	Approved on:	February 2011
User:	All	Scheduled review date	February 2014

THIS POLICY COMPLIES WITH: Australian National Privacy Principles in Privacy Amendment (Private Sector) Act 2000

RELATED INF AUSTRALIA POLICIES:

RELATED INF AUSTRALIA PRACTICE DOCUMENTS:

1. INTRODUCTION

International Nepal Fellowship (INF) Australia is committed to ensuring the privacy of the information you provide to us. It is a requirement of the National Privacy Principles, established under the Privacy Amendment (Private Sector) Act 2000, that you be informed about this process and how we may use the information you provide.

2. POLICY

2.1 HOLDING OF PERSONAL INFORMATION

Only personal details relevant to the work of INF are collected and stored. The information is used to process donations, issue receipts, and for contact management for INF staff and representatives. On some occasions, we may ask for your date of birth. From time to time we may send you updates and information. Please contact INF if you do not wish to receive them. The personal information required may include your name, date of birth, address, telephone number, email address, bank account or credit card details.

You may, if you wish, donate or receive general information anonymously. This would need to be in the form of a money order or cash. (Please do not send cash through the mail.)

Apart from the information given to financial institutions required for normal bank processing, personal details of donors remain confidential. Reasonable steps are taken to protect the personal information INF holds from misuse and loss and from unauthorised access, modification or disclosure. From time to time the Australian Taxation Office may require INF to disclose information as required by law.

2.2 SHARING YOUR INFORMATION

We may disclose information to external service providers such as:

- mailing houses

- Information technology service providers.

These companies are strictly prohibited from using this information for any other purpose. We do not supply our database information to other marketing organisations.

2.3 KEEPING DETAILS ACCURATE AND UP-TO-DATE

After being advised of any change, personal details that are recorded by INF are updated as soon as possible. To assist in keeping your information accurate, please advise us if there are any errors or changes in your personal information.

2.4 ACCESSING YOUR INFORMATION

You have the right to access the personal information we store about you, subject to exceptions allowed by law. If you wish to view or access your information please contact us at the address below.

2.5 CONTROL OF MAILING LIST

INF Australia will only send information to people that we believe they want to receive. Supporters can indicate what mail they want to receive from INF Australia, and we will update our database accordingly as soon as possible.

Supporters can contact INF Australia and ask for their details to be removed from our mailing lists. This can be done by phone, post or email using the contact details below.

2.6 ASSURANCES

This privacy policy is governed by the Australian National Privacy Principles, contained in the Privacy Amendment (Private Sector) Act 2000.

2.7 INF WEBSITE

INF websites may contain links to other websites whose operator may or may not adhere to a privacy policy or be governed by the Australian National Privacy Principles.

INF websites may use cookie and tracking technology depending on the features offered. Cookies and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site. Cookies can also help customize the Site for visitors. Personal information is not collected by cookies or other tracking technology, however, if you previously provided personally identifiable information, cookies may be tied to such information.

2.8 COMMITMENT TO DATA SECURITY

Your personally identifiable information is kept secure. Only authorised employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

2.9 HOW TO CONTACT US

If you have any questions or comments about the International Nepal Fellowship (INF) Australia's privacy policy, please contact our office on 02-9411 1195 between 9am and 5pm Monday to Friday. Alternatively, you can send an email to ausoffice@au.inf.org or write to:

CEO
PO Box 5400
West Chatswood,
NSW 1515, Sydney,
Australia

REVISION HISTORY

Date	No	Summary of Changes	Section/s that changed	Authorised by: